United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Reston, Virginia 22092

In Reply Refer To:
Mail Stop 424

March 30, 1995

WATER RESOURCES DIVISION MEMORANDUM NO. 95.25

Subject: PROGRAMS & PLANS -- The U.S. Geological Survey - Water Resources Research Institute Internship Program

This memorandum establishes the U.S. Geological Survey (USGS) -Water Resources Research Institute (WRRI) Internship Program and describes its purpose and the procedures to be followed in obtaining and utilizing interns.

1. PURPOSE -- The USGS-WRRI Internship program is to be conducted as a mutually beneficial means of providing undergraduate and graduate students with career-enhancing field, laboratory, and research experience through participation in USGS activities as interns. The program is to be run as a collaborative effort between the USGS District Chief and the WRRI Director in each state.

2. PROGRAM ELIGIBILITY -- The program is open to any WRRI that desires to cooperate with any USGS District Office willing to provide funding and other support for internship opportunities. It is expected that the WRRI and District Office will be in the same State, though that need not be the case.

Within the USGS, the program is open to all offices conducting water resources or related scientific studies.

3. STUDENT ELIGIBILITY -- The program is open to undergraduate and graduate students. Students must have completed one year of college, be enrolled at an accredited U.S. college or university, and be making satisfactory progress toward a degree. Other details are given in the draft announcement and application (attached).

4. IMPLEMENTATION -- The procedure to be followed once a District Chief and Institute Director have agreed to collaborate in internship opportunities is described in the attachment entitled "Internship Implementation Process." To initiate the program, the District Chief must (1) provide the Institute Director with an Internship Description Form (attached) for each internship opportunity available and (2) prepare a single requisition (DI-1) in an amount sufficient to cover the combined cost of the proposed internships and send it to Branch C, Office of Procurement and Contracts in Reston (Mail Stop 205C). Funds to support interns

will be collected by the District Chief from all USGS projects and programs in the State desiring to support an intern and will be consolidated in the District.

To obtain interns for the National Research Program, the Chiefs of the Branches of Regional Research should work through the District Chief in the State where the interns will be located.

At headquarters, the Chief, Branch of Human Resources Management Support will serve the role of District Chief and will coordinate procurement of interns with the Institute Directors in Virginia, Maryland, and the District of Columbia and the District Chiefs of the Virginia and Maryland-Delaware Districts.

5. FUNDING -- Funds are to be derived from USGS projects or programs that desire to support student interns as part of the mix of efforts required to carry out program or project activities. Project or program funds made available to the USGS through direct appropriations, joint-funding agreements with State and local governments, or through reimbursable agreements with other Federal agencies may be used to support interns under this program. The Institute will use the funds to employ students competitively selected from among applicants at colleges and universities throughout the state. These students will then be assigned USGS mentors on projects and programs contributing to the Internship program.

Stipend levels, university overhead, and administrative fees are addressed on the last page of the Internship Description Form (attached).

6. FUNDING MECHANISM -- Funds will be awarded by Branch C of the Office of Procurement and Contracts in Reston as an augmentation to the grant that the Institute receives from the USGS under the Water Resources Research Act.

Current-year fund obligations by the USGS under the grant augmentations can extend to the end of an institute's 5-year grant period. The institutes are currently entering the fifth and final year of their current grant, and the ends of their grant periods range from March 31, 1996 for some institutes to August 31, 1996, for other institutes. Therefore, USGS offices could obligate current year funds for internships extending through March 31, 1996, for institutes with the earliest grant-termination dates to August 31, 1996, for those with the latest termination dates.

The District is not initially obligated to the entire amount specified in the requisition sent to the Office of Procurement and Contracts (Step 4 in the Implementation Process). Obligation is established when the Institute sends the final proposal and budget for the interns to the Office of Procurement and Contracts and the grant is awarded. Thus the District can use a liberal estimate in the DI-1 to cover additional interns later in the year. By providing Internship Description Forms for more interns than can initially be supported, the institute can develop a pool of qualified candidates should opportunities for additional interns arise.

7. SELECTION OF INTERNS -- The Institute Director will advertise the internships at colleges and universities throughout the State. A panel convened by the Institute Director,

and including representatives of the District Chief, will review the applicants and recommend interns for specific opportunities. The USGS makes final selections.

8. TYPE OF WORK ASSIGNMENTS -- Interns may be engaged in any career development activity in the environmental field. They must be assigned a USGS mentor, and must not work independently or conduct field work without a USGS employee present. A variety of work schedules may be used, including part time, full time, summer, parallel, and alternating.

9. USGS - INTERN RELATIONSHIP -- This is not a temporary employment program. The interns are not USGS employees, and the traditional employer - employee relationship does not exist under this program. The USGS is not responsible for salary payment, discipline, leave, termination, or most other administrative functions. Performance awards, compensatory time, and promotions are not USGS responsibilities under this program. Poor performance will be addressed mutually by the District Chief and the Institute Director or their representatives.

Matters relating to overtime, pay during official office closings, and pay on official holidays must be addressed in the agreement between the intern and the university.

Interns are permitted to operate government vehicles and use government credit cards for gasoline purchases for official business, attend meetings and seminars, and travel for required field work in accordance with Federal Travel Regulations (All travel documents must clearly state that the intern is a non-government employee.) Interns are eligible to receive job-related training but not career-development training unrelated to their assignment. Interns are eligible to receive protective vaccinations and medical monitoring when the nature of their developmental opportunity has the potential for exposure to water-borne disease or toxic material.

10. POINT OF CONTACT -- Contact John Schefter, Chief, Office of External Research for additional information concerning this program. Phone: (703) 648-6800; email: schefter@wrdmail.er.usgs.gov.

/s/
Catherine L. Hill
Assistant Chief Hydrologist for Operations

Attachments

Copy to: Directors, National Institutes for Water Resources

Distribution: A, B, S, FO, PO, AO, DC

INTERNSHIP IMPLEMENTATION PROCESS

1. The Institute Director and the District Chief meet to determine if there is mutual interest in conducting an internship program in the State. If the decision is to proceed, they agree on a time schedule for the following actions.

   a. Transmission of Internship Description Forms from the District to the Institute.

   b. Closing date for student applications.

   c. Date that the Selection Panel will meet.

   d. Date that all student applicants will be notified as to the disposition of their applications.

2. The District Chief surveys all Water Resources Division offices within the State and obtains Internship Description Forms from all offices/projects intending to participate in the program.

   The program is open to all offices of the USGS conducting water resources or related research, and the District Chief may survey all USGS offices within the State.

   To obtain interns for the National Research Program, the Regional Research Branch Chiefs should contact the District Chief in the State where the intern will be located.

   At headquarters, the Chief, Branch of Human Resources Management Support will serve the role of District Chief and will coordinate procurement of interns with the Institute Directors in Virginia, Maryland, and the District of Columbia and the District Chiefs of the Virginia and Maryland-Delaware Districts.

3. The District Chief sends the internship description forms to the Institute.

4. The District prepares a requisition (DI-1) in an amount sufficient to cover the combined annual cost of the proposed internships and sends it to Branch C, Office of Procurement and Contracts, Reston.

5. Based on information compiled from the Internship Description Forms, the Institute sends an "Application for Federal Assistance" (SF-424) and copies of the Internship Description Forms to Branch C, Office of Procurement and Contracts, Reston.

6. Branch C, Office of Procurement and Contracts, issues an award to the Institute as an augmentation to the Institute's Section 104 Grant and sends a copy of the award to the Office of Financial Management with a statement that the funds cannot yet be disbursed.

7. The Institute advertises the Internship program and distributes internship application materials statewide. Qualified students from all universities in the State are eligible to apply.

   The Office of External Research, WRD, will provide the Institute with posters to be used in advertising and a draft announcement/application packet that the Institute may modify for its own use (attached).

8. After the closing date for applications, the Institute convenes a panel to review the applications and select a pool of interns. The panel should include at least one faculty member from another university in the State. The panel must also include the District Chief or his/her representative and, if feasible, might include a representative of each USGS office or project sponsoring an intern.

   The Office of External Research, WRD, will provide the Institute with suggested "Rating Factors and Crediting Plan" forms for use by the selection panel (attached).

   The panel evaluates the applications and recommends a candidate for each internship opportunity. The USGS makes final selection of individual interns for each opportunity.

   The Institute notifies applicants of the status of their applications.

9. After the Interns are selected, the Institute prepares a final proposal, including the internship description forms, the names of individuals selected for specific internships, and a budget and sends them to Branch C, Office of Procurement and Contracts, Reston.

10. Branch C, Office of Procurement and Contracts notifies the Office of Financial Management that the award funds can now be disbursed.

11. The Institute employs the interns.

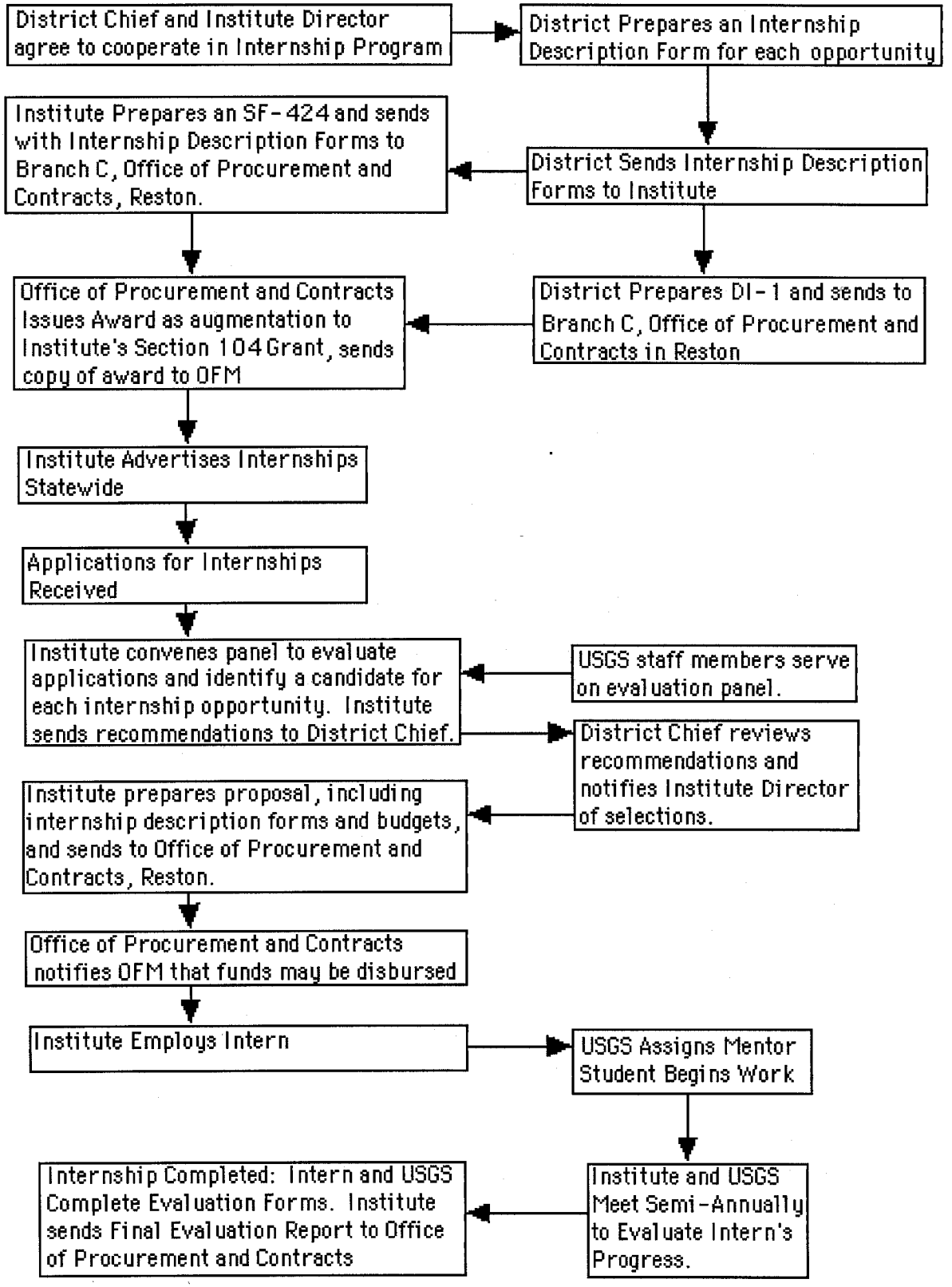
12. The USGS assigns mentors and students begin internships.

13. The Institute Director and the USGS mentors meet semi-annually to evaluate the progress of the interns.

14. Upon completion of internship, the intern and the USGS mentor complete evaluation forms. The Office of External Research, WRD, will provide the Institute with suggested evaluation forms (attached).

15. The Institute sends a final evaluation report with its annual program report to the USGS.

INTERNSHIP PROGRAM FLOWCHART



Water Resources Research Institute Internship
at the
U.S. Geological Survey

Sponsor

Division/Office/Branch

Address

Person to Contact	Title	Telephone	email

Mentor (if known)	Title	Telephone	email

Project Description: (Describe background, objectives, methods, and expected results.)

Scientific Experience Provided: (Describe main scientific field to be emphasized and secondary points of interest which will benefit the intern.)

Skills Required of the Intern: (Describe the matriculation level - Freshman year completed, Sophomore, Junior, Senior, MS, Ph.D. - and academic discipline and skills needed.)

Computer Skills Needed or Desired: Yes ☐ No ☐ (If yes, state languages needed, level of experience, and special needs, such as GIS or data-base management skills.}

Work Environment: (Describe work environment: field work, office work, lab duties, and special conditions, such as bending and lifting or operating a motor vehicle.)

Special Conditions or Training: (Describe all unique conditions; for example, HAZMAT training required, Intern must pass HAZMAT physical exam, Intern must pass normal USGS entry-level physical exam, Class A driver's license required.)

Work Location: _____
Address

Work Schedule _____
(Full time, part time, summer, parallel, etc.)

Approximate Starting Date: _____

Length of Internship Opportunity _____
(Not more than 4 years)

Estimation of Budget Elements: (Include **only** the costs to be borne by the Water Resources Research Institute and reimbursed by the USGS.)

Intern Hours Required: _____

Intern Cost per Hour:* _____

Total Human Resource Cost	_____
Travel	_____
Training	_____
Other (Specify)	_____
	_____
	_____
Subtotal	_____
Administrative Fee (10% of Subtotal)	_____
Total Direct Cost	_____
University Indirect Costs* * (___% of Total Direct Cost)	_____
Total of Direct and Indirect Costs	_____

* Hourly cost computed at the following rates:

Completed Freshman Year	GS 3, Step 1
Completed Sophomore Year	GS 4, Step 1
Completed Junior Year	GS 5, Step 1
Masters program	GS 7, Step 1
Ph. D. program	GS 9, Step 1

** University indirect cost to be calculated at the off-campus, instructional rate unless otherwise agreed between the District Chief and the Institute Director.

Submitted By:

Name Title Telephone

Signature Date

Name of Institute

Internships at the U.S. Geological Survey

Internship Opportunities for

Students

Baccalaureate
Masters Ph.D.

Applications Are Solicited From Students Majoring In

Biology
Chemistry
Civil Engineering
Computer Science
Environmental Engineering
Environmental Sciences
Geology
Hydrology

And Other Earth Science Related Disciplines

1995

(NAME OF INSTITUTE) INTERNSHIPS AT THE U.S. GEOLOGICAL SURVEY

General Information

The Internships

The U.S. Geological Survey (USGS) each year identifies elements of its work which will provide substantive training experience for student interns at the undergraduate and graduate level. General areas in which internships are available include some or all of the following:

- Collection of data needed for the continuing determination and evaluation of the quantity, quality, and use of the Nation's water resources, other earth resources, and the natural global environment.

- Analytical and interpretive water-resources appraisals to describe the occurrence, availability, and physical, chemical, and biological characteristics of surface and ground water and their inter-relationship.

- Basic and problem-oriented research in hydraulics, hydrology, and related fields of science and engineering to improve the basis for field investigations and measurement techniques and to understand hydrologic systems sufficiently well to predict quantitatively their response to stress, either natural or manmade.

- Acquisition, development, and dissemination of information on water-related natural hazards such as droughts, floods, landslides, land subsidence, mudflows, and volcanoes.

The internships are supported by the USGS in cooperation with participating Water Resources Research Institutes or Centers located at universities across the United States.

Internship applications are sought from students majoring in biology, chemistry, computer science, civil or environmental engineering, environmental sciences, geology, hydrology, and related and supporting disciplines. For information about specific internship positions, contact:

(Provide Name, address, phone number, email address of institute contact.)

The U.S. Geological Survey

The USGS, a bureau of the U.S. Department of the Interior, was established to provide a permanent Federal agency to conduct the systematic and scientific "classification of the public lands and examination of the geological structure, mineral resources, and products of the national domain."

As a Nation, we face serious questions concerning our global environment. Will we have adequate supplies of quality water available for national needs? How can we ensure an adequate supply of critical water, energy, and mineral resources in the future? In what ways are we irreversibly altering our natural environment when we use these resources? How has the global environment changed over geologic time, and what can the past tell us about the future? How can we predict, prevent, and mitigate the effects of natural hazards?

Collecting, analyzing, and disseminating the scientific information needed to answer these questions is the primary mission of the USGS. The USGS utilizes the coordinated efforts of scientists, engineers, and technical assistants from many different scientific fields, employing nearly 10,000 full- and part-time employees in some 200 field offices, to accomplish its mission. It cooperates with other Federal agencies and more than 1000 State, county, and municipal agencies, as well as with other nations and international organizations. Its scientific studies are conducted in the Geologic, Water Resources, and National Mapping Divisions.

USGS headquarters are located at its National Center in Reston, Virginia. Research and data-gathering programs are conducted at this center, major regional centers in Denver, Colorado, and Menlo Park, California, and at field offices located throughout the 50 States, the Commonwealth of Puerto Rico, and the Trust Territories of the Pacific.

The Water Resources Research Institutes

The Water Resources Research Institutes were created by act of Congress in 1964 and are currently authorized by the Water Resources Research Act of 1984, as amended. Under the Act, the mission of these institutes is to:

> 1) plan, conduct, or otherwise arrange for competent research that fosters (A) the entry of new research scientists into the water resources fields, (B) the training and education of future water scientists, engineers, and technicians, (C) the preliminary exploration of new ideas that address water problems or expand understanding of water and water-related phenomena, and (D) the dissemination of research results to water managers and the public.
>
> 2) cooperate closely with other colleges and universities in the State that have demonstrated capabilities for research, information dissemination, and graduate training in order to develop a statewide program designed to resolve State and regional water and related land problems.

The Water Resources Research Institutes are located at the "1862" land grant university in each state, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam.

The *(Name of Institute)*

(Provide information on institute)

The Details

Eligibility Requirements

- This is an equal opportunity program open to all qualified persons without regard to race, color, age, sex, religion, national origin, or physical or mental disability.

- Applicant must have completed at least one year of college, be enrolled at an accredited U.S. college or university, and be making satisfactory progress toward a degree.

- If other than a U.S. citizen, applicant must have an F1 or G1 visa, be in good academic status, and be eligible for on-campus employment, practical training, or academic training.

- Applicant must maintain a cumulative grade point average from all institutions of higher education attended of 2.50 or higher, based on a 4.0 scale.

Enrollment Requirement

- Students must remain enrolled in a degree program at their home institution during the period of the internship.

Health Insurance

- Interns are required to show proof of coverage under a health insurance plan.

Types of Internships

The types of internships available at any one time or place depend upon projects and opportunities available at specific offices of the U.S. Geological Survey. There may not be internships available in all states, and not all types of internships are available at all locations.

- Part-time during summer.
- Full-time during summer.
- Parallel: Part-time during academic year, while the student continues to carry a schedule of courses.
- Part-time and Full-time Alternating. The student alternates between a full schedule of courses with no internship work one term and a full-time or part-time internship with no or reduced coursework the next term.

Full-time is 40 hours per week, and part-time is less than 40 hours per week.

Pay

Internship stipends are based on an hourly rate ranging in 1995 from $7.40 to $14.74, depending upon class standing (Sophomore, Junior, Senior, Masters, Ph.D.) and location within the U.S.

Interns are employed and paid by the *(name of Institute).*

Length of Appointment

The lengths of the internships available depend upon the sponsoring projects. Internships are on a year-by-year basis. Renewal is based on the availability of funds, satisfactory academic progress, and adherence to the terms and conditions of the internship. Internships will not exceed 4 years in length. There is no minimum length.

Application Information

Applications must be submitted on the attached form and endorsed by your academic advisor. Two references using the enclosed forms and an official transcript from all colleges and universities attended are required.

Application Deadline: *(Provide Application Deadlines Here)*

Mail Application and Supporting Materials to: *(Provide address to which applications are to be sent here)*

Intern Selection Process

The *(name of Institute)* receives, processes, and reviews applications for eligibility and convenes a Selection Panel to review and rank all eligible applications. The Panel recommends interns for specific internships, and the USGS makes final selections.

The Panel may select more interns than there are positions available so that qualified applicants are available should more internship opportunities arise.

Notification Date

Applicants will be notified of the results of their applications by *(provide notification date here).*

Name of Institute

Internship at the U.S. Geological Survey

Undergraduate Degree Program ( ) AA/AS ( ) BS/BA
Academic Level ( ) Freshman ( )Sophomore ( ) Junior ( ) Senior

Graduate Degree Program ( ) MS/MA ( ) Ph.D.

Internship Please check the type of internship for which you would like to be considered. You may check more than one type. (For definitions of alternating and parallel, see "Types of Internships.")

( ) Part-time Summer ( ) Part-time Alternating ( ) Part-time Parallel
( ) Full-time Summer ( ) Full-time Alternating

Dates of Availability Beginning ___/___/___ Ending ___/___/___

1. **Name** _____
   Last First Middle

2. **Current Mailing Address**_____

   City_____**State**_____**Zip**_____

   Phone_____

3. **Permanent Address**_____

   City_____**State**_____**Zip**_____

   Phone_____

4. **Social Security Number**_____

5. **IF OTHER than a U.S. citizen, do you have an F1 or G1 visa?** ( ) yes ( ) no

6. **Current University**_____**Department**_____

   Located in_____**State**_____**Zip**_____

7. **Education:** begin with current and list ALL colleges and universities attended.

College or University	Major	Dates Attended	Degree	Date Awarded or Expected

8. **Cumulative GPA** (scale 4.0) Undergraduate_____Graduate_____

9. **Academic Awards or Honors**

_____

_____

10. **List computer languages with which you are familiar and your level of proficiency** (very good/good/fair).

    1._____ 2._____

    3._____ 4._____

11. **Do you have a current driver's license?** ( ) yes ( ) no. **If Yes, Issuing State?**_____

12. **Employment Record:** (begin with current or most recent).

Employer	From - To	Position	Nature of Work

13. **Members of USGS staff with whom you have had contact, if any?**

    1._____ 2._____

14. **Names of two faculty members who have been asked to transmit Reference Forms directly to the address given in the instructions.**

    1._____ 2._____

15. **Complete attached Description of Scientific Interests and Career Goals.**

16. **Have an official copy of your current transcript sent directly to the address given in the instructions** (Application will not be considered by the evaluation panel if transcript is not received).

I understand that the information in this application will be used by the Internship Evaluation Panel.

Applicant's Signature_____ **Date**_____
Application will not be accepted without signature.

Part II - Endorsement of Application

Application will not be accepted without endorsement by ACADEMIC ADVISOR.

I have read this application and certify that the student is enrolled and that the information contained in this application is correct to the best of my knowledge.

Signature_____ **Date**_____

Typed or Printed Name_____

Title_____ **Phone (____)**_____

University_____ **Department**_____

DESCRIPTION OF SCIENTIFIC INTERESTS AND CAREER PLANS

Name:_____

Print or Type

I. **Description of Scientific Interests:**

II. Description of Career Plans:

Name of Institute

Internship at the U.S. Geological Survey

Reference Form

Applicant _____

How long and in what association have you known the applicant?

_____

In a group of other students of comparable age and experience, how would you rate the applicant with respect to the following personal characteristics and capabilities?

Personal Characteristics	Below Average	Average	Above Average	Out-Standing	Superior	Cannot Judge
Motivation Toward a Productive Career						
Growth During Total Period Observed						
Imagination and Originality of Thought						
Emotional Maturity and Stability						
Ability to Work with Others						
Independence and Self-Reliance						
Leadership Potential						

Capabilities	Below Average	Average	Above Average	Out-Standing	Superior	Cannot Judge
Mastery of Fundamentals						
Skill/Originality of Special Projects						
Ability to Communicate Interpersonally						

Add other comments that may assist in providing a more complete description of the applicant's character, abilities, and potential. Please use additional sheets if necessary.

Signature_____ **Date**_____

Typed or Printed Name_____

Title_____ **Phone (_____)**_____

University_____ **Department**_____

Name of Institute

Internship at the U.S. Geological Survey

Reference Form

Applicant _____

How long and in what association have you known the applicant?

_____

In a group of other students of comparable age and experience, how would you rate the applicant with respect to the following personal characteristics and capabilities?

Personal Characteristics	Below Average	Average	Above Average	Out-Standing	Superior	Cannot Judge
Motivation Toward a Productive Career						
Growth During Total Period Observed						
Imagination and Originality of Thought						
Emotional Maturity and Stability						
Ability to Work with Others						
Independence and Self-Reliance						
Leadership Potential						

Capabilities	Below Average	Average	Above Average	Out-Standing	Superior	Cannot Judge
Mastery of Fundamentals						
Skill/Originality of Special Projects						
Ability to Communicate Interpersonally						

Add other comments that may assist in providing a more complete description of the applicant's character, abilities, and potential. Please use additional sheets if necessary.

Signature_____ **Date**_____

Typed or Printed Name_____

Title_____ **Phone (_____)**_____

University_____ **Department**_____

Student Evaluation of Internship at the U.S. Geological Survey

Internship Sponsor

_____

Division/Office/Branch

_____

Mentor Title Telephone

Please rate your internship experience on the following aspects.

Utilization of your knowledge and experience

___Very Good

___Good

___Acceptable

___Poor

___Very Poor

Exposure and access to scientific equipment

___Very Good

___Good

___Acceptable

___Poor

___Very Poor

Technical Interaction with USGS scientists

___Very Good

___Good

___Acceptable

___Poor

___Very Poor

Learning Experience

___Very Good

___Good

___Acceptable

___Poor

___Very Poor

Treatment by USGS as member of a team

___Very Good

___Good

___Acceptable

___Poor

___Very Poor

Travel

___Too Little

___About Right

___Too Much

Field Experience Provided

___Too Little

___About Right

___Too Much

Overall Rating (Based on your overall internship experience, rate it from A+ to F.)	Very Good Grade = A +__ __ __-	Good Grade = B +__ __ __-	Acceptable Grade = C +__ __ __-	Poor Grade = D +__ __ __-	Very Poor Grade = F __

Additional remarks (Over)

_____

(Signed)_____ Date_____

Name _____
(Type or Print)

3/24/95

3/24/95

U.S. Geological Survey Mentor Evaluation of Student Intern

Name of Student:_____

Instructions: Evaluate the student in comparison with other students of comparable academic level

Relations With Others

__Exceptionally well liked

__Works well with others

__Gets along satisfactorily

__Has some difficulty working with others

__Works very poorly with others

Attitude - Application to Work

__Outstanding in enthusiasm

__Very interested and industrious

__Average in diligence and interest

__Somewhat indifferent

__Definitely not interested

Judgment

__Exceptionally mature

__Above average in making proper decisions

__Usually makes the correct decision

__Often uses poor judgment

__Consistently uses poor judgment

Dependability

__Completely dependable

__Above average in dependability

__Usually dependable

__Sometimes neglectful or careless

__Unreliable

Ability to Learn

__Learns very quickly

__Learns readily

__Average in learning

__Rather slow to learn

__Very slow to learn

Quality of Work

__Excellent

__Very good

__Average

__Below Average

__Very Poor

Attendance __Regular __Irregular **Punctuality** __Regular __Irregular

Overall Rating (Assign an overall rating from A+ to F)	Outstanding Grade = A +__ __ __-	Very Good Grade = B +__ __ __-	Average Grade = C +__ __ __-	Marginal Grade = D +__ __ __-	Unsatisfactory Grade = F __

Additional Remarks (0ver if necessary).

This report has been discussed with the student. **___Yes** **___No**
(Discussion with student recommended but not mandatory.)

(Signed)_____ Date_____

USGS-WATER RESOURCES RESEARCH INSTITUTE INTERNSHIP PROGRAM

RATING FACTORS AND CREDITING PLAN

O = OUTSTANDING **G = GOOD** **Q = QUALIFYING**

1. ACADEMIC PROGRAM

O Declared major is in the earth or life sciences, engineering, mathematics, or other discipline related to the earth sciences, and includes physics and math through calculus including differential equations; any graduate work included independent research and some record of publication; program includes advanced placement coursework.

G Major is in a related field, but record may not yet include extensive coursework in science and mathematics; the program planned with the academic advisor includes an aggressive approach to professional science development; may be involved in science-related activities.

Q Declared major is in a related field, but there is no indication that coursework either completed or planned is complex and professionally oriented.

2. ACADEMIC STANDING

O Grade point average is 3.5 or above on a 4.0 scale (or equivalent); is a member of an academic honorary society; program includes advanced placement coursework; has received academic honors or awards.

G Grade point average is 2.8 or above; grade point average of earth science related coursework is above 3.0.

Q Grade point average is 2.5 or above; grade point average of earth science related coursework is above 2.8.

3. REFERENCES

O Extensive favorable comments indicating the applicant is truly outstanding.

G Mostly favorable comments indicating the applicant is probably above average in general.

Q Comments are generally favorable, but there is no indication at this point in the student's career that he/she is more than average.

4. PROFESSIONAL INTERESTS AND CAREER PLANS

O Academic record, advisor's evaluation, extracurricular activities, and stated plans and objectives in a related professional discipline indicate focus, excitement about the field, a sincere interest in continuing professional development and making a genuine contribution to the field, and an ability to articulate the dedication and excitement in writing.

G Overall record and stated career plans and objectives are impressive, but do not necessarily exhibit the excitement described for the outstanding level. Written plans and objectives may show some indecision about ultimate career direction and interest in making a major contribution to the field.

Q Overall record at this point in the student's career indicates an interest in an earth science related career, but does not effectively demonstrate that the student's future contribution to the field will be more than average. Stated personal plans and objectives are not convincing that the dedication to a career in the field is real.

USGS - WATER RESOURCES RESEARCH INSTITUTE INTERNSHIP PROGRAM

RATING SHEET

Panel Member _____ Page _____ of _____

Date _____ Academic Level _____

CANDIDATES	1	2	3	4	TOTAL POINTS

RATING FACTORS	POINT VALUES		
	O	G	Q
1. Academic Program	5	3	1
2. Academic Setting	5	3	1
3. References	5	3	1
4. Professional Interests and Career Plans	5	3	1

USGS - WATER RESOURCES RESEARCH INSTITUTE INTERNSHIP PROGRAM

SUMMARY OF RATINGS

Academic Level _____ Page _____ of _____

CANDIDATES	1	2	3	4	5	6	7	8	9	10	TOTAL POINTS	BEST QUAL.

COMMITTEE MEMBERS

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

CHAIRPERSON'S SIGNATURE _____

DATE _____